Finance Report Summary, Financial Year 2018/19
December 2018

Description	YTD	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec	*YTD*	J	F	M	Remaining Budget	Budget	YEAR END
	RAG RATING	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	*£'000*				£'000	£'000	RAG RATING
DP FEE INCOME	G	1,901	2,995	3,583	3,293	3,241	3,308	4,335	3,430	2,449	*28,535*				11,199	39,561	G
GRANT IN AID	G	313	313	395	313	313	395	313	313	541	*3,206*				1,420	4,626	G
OTHER INCOME	G	- 0	0	0	- 0	4	1	1	1	1	*8*				121	129	G
OFFICE COSTS	G	133	148	183	139	195	144	156	179	147	*1,424*				945	2,369	G
STAFF COSTS	G	1,752	1,849	1,926	2,091	2,763	2,347	2,499	2,467	2473	*20,169*				8,705	28,874	G
TRAINING AND RECRUITMENT	G	49	188	82	128	145	60	120	129	86	*986*				278	1,264	G
IT COSTS	G	224	223	254	176	194	503	234	391	244	*2,443*				1,107	3,550	G
PROJECT SPEND	A	103	76	175	129	60	128	- 266	126	189	*719*				631	1,350	A
COMMUNICATIONS	A	169	30	56	38	45	41	36	56	106	*575*				214	789	A
FINANCIAL COSTS	G	20	3	3	13	22	13	6	14	6	*100*				24	124	G
TRAVEL	A	50	63	76	56	20	71	76	122	82	*615*				128	743	A
LEGAL, PROFESSIONAL & OTHER	G	364	351	159	323	186	275	201	319	372	*2,550*				653	3,203	G
															-		
CAPITAL SPEND	G	-	-	-	-	-	-	389	17	0	*405*				245	650	A
SURPLUS		- 789	379	1,064	372	- 212	- 19	1,057	- 216	784						-	A
CASH BALANCE	G	1,950	2,561	4,383	3,562	3,471	3,790	4,604	4,648	4165						3,478	G

Key	RAG RATING
On track	G
Not on track but expected to be at budget at year end	A
Not expected to be at budget at year end	R

Executive Summary

Income

The current actual DP fees is tracking very close to projections (<1%) and as such the final year outturn remains at £39.6m. This is closely monitored each month for any signs of over or under recovery and forecasts amended accordingly.

There are no concerns as to the recovery of other income as this represents all of our secured Grant in Aid funding, Regulatory Pioneers funding and Telephone Preferences Service management changes.

Income actuals vs budget per month

Month	BUDGET 2018/19	2018/19 Income Forecast (updated Oct 2018)	2018/19 Actual	*Variance to Budget*
April	1,700	1,901	1,901	-
May	1,980	2,995	2,995	-
June	2,850	3,583	3,583	-
July	2,830	3,293	3,293	-
August	2,830	3,241	3,241	-
September	3,140	3,308	3,308	-
October	3,260	4,335	4,335	-
November	3,150	3,457	3,430	(27)
December	2,100	2,302	2,449	147
January	3,660	4,013	-	
February	3,250	3,568	-	
March	3,530	3,564	-	
Total	**34,280**	**39,560**	**28,535**	**120**

Expenditure

Most expenditure is tracking to budget within our 10% tolerance level, however there are a number of key areas that need to be kept under close review.
Both Projects and Communications are indicating an underspend, however the timings of certain bodies of work have meant that expenditure will be focussed around the final quarter of the year and no significant underspend is expected.

Travel is looking to exceed expenditure projections however this is not expected to be by a material amount and is likely to be absorbed by smaller pockets of savings or else a small over recovery of income.

There is an ongoing cost associated with our investigatory work, the highest risk being across ongoing litigation costs. These costs should be covered by existing budgets however without tight control there is danger that the costs escalate.

MANAGEMENT REPORT

For the Nine Months Ending 31 December 2018

	Budget £	Actual £	Variance £	Forecast £
FOI GRANT IN AID	2,812,500	2,812,500	0	3,750,000
NIS GRANT IN AID	100,000	100,000	0	500,000
REGULATORY PIONEERS FUND	0	0	0	117,414
eIDAS	46,000	46,000	0	46,000
DP FEE INCOME	28,415,037	28,535,361	120,324	39,560,868
IPA INCOME	247,500	247,500	0	330,000
TPS MANAGEMENT INCOME	8,245	8,244	1	11,780
BANK INTEREST	0	360	-360	0
TOTAL INCOME	**31,629,282**	**31,749,244**	**119,962**	**44,316,062**
OFFICE COSTS	1,516,357	1,423,924	92,434	2,369,376
STAFF COSTS	20,175,553	20,169,109	6,443	28,874,383
TRAINING AND RECRUITMENT	943,138	985,600	-42,462	1,264,178
IT COSTS	2,677,000	2,443,441	233,559	3,550,000
PROJECT SPEND	1,012,500	719,363	293,137	1,350,000
COMMUNICATIONS	645,556	574,953	70,603	789,000
FINANCIAL COSTS	96,625	99,521	-2,896	123,500
TRAVEL	556,127	614,691	-58,564	742,835
LEGAL, PROFESSIONAL & OTHER	2,378,955	2,549,606	-170,651	3,202,790
TOTAL COSTS	**30,001,811**	**29,580,209**	**421,603**	**42,266,062**
CAPITAL SPEND	**487,483**	**405,418**	**82,065**	**650,000**
OPERATING SURPLUS	**1,139,988**	**1,763,617**	**623,630**	**1,400,000**
GIA PROGRAMME 1819 ADVANCE	**980,000**	**980,000**	**0**	**1,400,000**
SURPLUS	**159,988**	**783,617**	**623,630**	**0**

Cash Flow

Cash flow is forecast is based on the budgeted timings of cash in and out of the business. Whilst we expect there to be changes as the budget evolves, we do not foresee any material issues with our cash flow.

The largest fluctuations in our cash flow tend to occur due to payment of large Civil Monetary Penalties from Data Breaches etc and on a lesser scale, fines from non-payment of fees and the quarterly consolidated payment to DCMS made up of those fines that the ICO cannot retain.

January 2019